

UPS 320.030

POLICY ON COMPUTER COMPETENCY FOR ENTERING STUDENTS

PREAMBLE

Because ability to use computer technology is a necessary skill for learning success in many classes at California State University, Fullerton, this policy statement sets forth minimum expectations for entering students as to competency in using personal computers.

1. All entering students are expected to be knowledgeable in the use of a PC/Mac computer prior to being admitted to the university. Competency includes the ability to use
 - a) a personal computer to locate, create, move, copy, delete, name, rename, and save files and folders on hard drives and on secondary storage devices such as floppy disks;
 - b) a word-processing program that runs on a PC/Mac computer, to create, edit, format, store, retrieve, and print documents;
 - c) an electronic mail system to receive, create, edit, print, save, and send an email message with and without an attached file; and
 - d) an Internet browser to search the World Wide Web.
2. This University Policy Statement shall be widely disseminated to prospective and incoming new students. The following statement concerning Computer Competency shall be included in the University Catalog.

COMPUTER COMPETENCY

All entering students are expected to be knowledgeable in the use of a personal computer (PC or Macintosh) prior to being admitted to the university. Entering students should have 1) the ability to use a personal computer to locate, create, move, copy, delete, name, rename, and save files and folders on hard drives and on secondary storage devices such as floppy disks; 2) the ability to use a word-processing program that runs on a PC or Macintosh computer to create, edit, format, store, retrieve, and print documents; 3) the ability to use an electronic mail system to receive, create, edit, print, save, and send an e-mail message with and without an attached file; and 4) the ability to use an Internet browser to search the World Wide Web.

Students who feel they do not meet the expected level of competency, should contact the Academic Advising Center.

EFFECTIVE DATE: August 15, 2001
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